



Town of Lumsden

REQUEST FOR MUNICIPAL DOCUMENT

In accordance with Section 117 of *The Municipalities Act*, any person may obtain copies of Municipal documents within a reasonable time after submitting a request to the local government authority.

The Town of Lumsden, through Council resolution 246-12, charges a fee of twenty dollars (\$20.00) for each request. When time in excess of one (1) hour is spent in searching for a record requested or in preparing it for disclosure, a fee of fifteen dollars (\$15.00) for each half-hour or portion of half-hour of that excess time is payable at the time when access is given. Photo copy charges may apply.

Applicant Information

(Please print)

Last Name		First Name
Address		City/Town
Postal Code	Phone Number	Email

Details of Requested Information

Name of Record (if known)
Detailed Description of Record: _____ _____ _____ _____ _____

I understand that an application fee of twenty dollars (\$20.00) is to be submitted with this request.

I also understand that there may be additional processing fees to process this request should the processing time exceed one (1) hour.

Signature of Applicant

For Office Use Only	
Date Received: _____	Application Fee Received: _____
Document(s) Provided Date: _____	Processed by: _____